

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 11/2014
OPENING DATE: 04/04/2014
CLOSING DATE: 04/21/2014
POSITION TITLE: GENERAL SERVICES ASSISTANT, FSN-6
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asian Republics (USAID/CAR), Almaty, Kazakhstan

MAJOR DUTIES: Under the general supervision of the Executive Officer the incumbent: 1) manages accounts for all official office, residential, and cellular telephone services what includes establishing new telephone accounts, closing out outdated telephone accounts and monitoring performance of existing accounts; 2) maintains relationships with local phone companies and advises management of new and improved services; 3) receives telephone bills, analyzes them, separates official calls from personal calls, identifies the amounts to be collected from employees for personal calls, and submits consolidated invoices to Financial Management Office for payments to local phone companies and preparing Bills for Collection; 4) ensures that billing documents are classified, filed and disposed of according to USAID Records and Correspondence Management regulations and guidelines; 5) prepares analytical reports and budget projections on phone services expenditures as requested; 6) manages all local Internet Service Provider (ISP) and satellite or cable television accounts what includes establishing new ISP and satellite or cable television accounts, closing out unnecessary accounts and monitoring performance of existing accounts; 7) communicates with both employee and service providers to quickly resolve any service related problems, and secures bills in a timely manner for processing by FMO according to schedule; 8) serves as the back up to the Purchasing/Leasing Agent to assist with all leasing and utility matters; 9) other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- Education, skills and experience (60%): University degree in business, accounting, auditing or related area. Minimum two years of demonstrated progressively responsible experience in an organizational setting, in customer service, account management, billing, accounting, information management or related skills function. At least one year of procurement activities in U.S. Government Agency and/or international organization is preferable. Good working knowledge of host country rules, procedures and practices regarding provision of and payment for utility and telephone services, preparation of vehicle registration paperwork and appropriate locations of service providers. Must have broad analytical skills necessary to simultaneously carry out a variety of tasks. Computer software (MS Word, Excel, Access, spreadsheet programs).

- Teamwork/Interpersonal and Communication Skills (30%): Excellent communication and interpersonal skills, ability and willingness to function in a collaborative and collegial environment; uncompromising integrity; balanced judgment and strong initiative. Ability to work well over the telephone.

- Language skills (10%): Level IV (Fluent) Russian and Level III (Good Working Knowledge) English.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. *Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by COB Monday, April 21, 2014. A copy of the Position Description is available in EXO/Personnel (ext 6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.